

PARK SCHOOL – PUPIL SUPERVISION & LOST AND MISSING CHILDREN POLICY- ISI 14A

This policy covers the supervision of pupils from Reception to Year 6. The Missing Child Policy-ISI14B explains the procedures for a missing child.

1. INTRODUCTION

- 1.1 It is the responsibility of all adults employed in School to have the safety and security of our pupils as their primary concern. Supervisors are expected to use sound judgement and good intention to achieve the desired result of safe and happy play for all our pupils. Supervisors and duty staff should note the following:

2. PLAYGROUND

- 2.1 Duty staff should position themselves strategically around the playground in order to ensure that all areas are carefully watched. The following areas have been designated as being most efficient in monitoring as many children as possible, and duty staff should spread themselves between these areas. They are:
 - On the adventure playground near the astro facing the building with a view of the ropes.
 - Around the bus stop on the main playground.
 - Between the staff room and the bell on the smaller playground.
- 2.2 Each supervisor should take responsibility for a particular area to supervise but remain in regular contact with the others. Additional help can be requested from the Staff Room at any time or from the office and staff should remain distanced from each other.
- 2.3 Before going out on duty, supervisors should read any notes in their communication book in the office.
- 2.4 Duty staff and supervisors should ensure that the children behave properly and sensibly whilst playing and enjoying their recreation time. Be aware that both overt and subtle instances of bullying may be taking place in the playground. Look out for signs of such behaviour i.e. a child being lonely, unhappy, cold-shouldered, unable to join in group play, anxious or refusing to move far from an adult. Any concerns should be communicated to the class teacher at line-up.
- 2.5 **First Aid** - There is always a qualified First Aider on duty in the staff room, dining room or playground. If possible send the child to them, but if the child has fallen and cannot move, or you think they should not move, send for the First Aider. Children should not be lifted and no child should deal with another child's injuries. Use of space - As far as possible utilise the greatest amount of playground space for pupils to play in.
- 2.6 **Discipline** - Staff should insist on the highest standards of discipline. Any persistent rudeness or inappropriate behaviour should be brought to the attention of a teacher or one of the senior members of staff.
- 2.7 **Rough play** - We do want the children to run and burn up energy but we don't want children hurt in bouts of rough play. As far as possible, try to ensure that children play sensibly and properly.
- 2.8 The co-operation of parents is sought in ensuring that children do not bring to School any precious items or valuable items that may be lost or damaged. Any potentially dangerous item must not be brought into School. We do like to allow children to bring in some things to play with but if these become the source of a problem then we ask pupils to take the offending articles home and leave them there. Under no circumstances should money or sweets be brought into School. Any member of staff unsure of the policy on a certain type of 'toy' should raise it with the Headteacher after which it can be discussed in staff meeting. Clothing - No child should be sent into a building unaccompanied to fetch a coat, an adult must accompany them or monitor their visit.

- 2.9 Children are not allowed in classrooms unaccompanied by an adult. The exception to this is for prefect duties at the correct time (individual prefects do not need to be accompanied by their friends).
- 2.10 There are rules for all the main areas of play displayed in specific areas and are available on the SharePoint. There are also risk assessments for indoor and outdoor play, the astro pitch and the adventure playground. All staff are expected to review these at the appropriate time. They can also be accessed at any time via the school computer network, SharePoint in the Health & Safety folder. There is a rota in place for the use of the various play areas which are posted in the window of the staff room. There are risk assessments for the adventure playground and Astro pitch on the network available to staff - all duty staff and supervisors must have read these documents and any reviews. Paper copies are in the supervisor's folder in the School Office.
- 2.11 Pupils need to be in their trainers if they want to use the climbing wall.
- 2.12 Pupils in Years 3 to 6 are allowed to use the table tennis tables on a rota. Supervising staff should ensure that the fold-up tables are down ready to use, children are not allowed to unfold the tables. Children should not chant or shout whilst playing. There must be a 2 metre exclusion zone around the player at each end and queues should be monitored so that children are safe. On the large playground, particular care must be taken to prevent non-players running close to the tables causing a danger.
- 2.13 Children have a choice of fruit or a healthy snack. Children may also bring fruit from home. Children eating fruit should be calmly sitting or standing in the general vicinity of the serving station until they have finished eating. Rubbish will be placed in the bin as soon as snack is finished.
- 2.14 Bells are rung as follows at the end of playtimes:
- Lower School morning play and Lunchtime
 - 5 minutes before end of play toilet bell/footballers off the astro pitch to change shoes/children off the adventure playground in preparation for
 - line up
 - Junior School morning play
 - line up for Junior School. The member of staff supervising the astro pitch should get the footballers off the astro pitch to change shoes at 5 minutes before the end of play (there is no bell for this).
 - Junior School lunch play
 - Bell rung line up. The member of staff supervising the adventure playground and the astro pitch should get the footballers off the astro pitch to change shoes 5 minutes before the end of play (there is no bell for this).
 - Pupils going to Games will generally be asked to line up by their Games teachers at 10 minutes before they are due to embark transport
- 2.15 In order to foster independence on the part of the pupils, supervisors should not collect up belongings for pupils. Instead, supervisors and class teachers should ensure that all pupils remember to pick up their own belongings before going in to class.
- 2.16 Supervisors and duty staff must communicate with class teachers at line-up to report any problems that have arisen or instances of First Aid. Green slips where appropriate must be filled in and passed to class teachers. It is particularly important to communicate over any pupils that have been mentioned specifically by class teachers.

3. WET PLAY

- 3.1 Morning Break (when children can't play outside fruit snack is available in the classroom).
- 3.2 Wet Lunchtime play
 - Year 2
 - Year 2 in classroom with Supervisor No. 1
 - Lower School
 - Reception in own classrooms with Supervisor No.3 and the First Aider.
 - Y1 in Year 1 classrooms with Supervisors No. 1 and 2.
 - Junior School
 - Duty staff allocated to areas (see wet play duty rota)
- 3.3 Pupils are responsible for clearing away anything they use and putting it back neatly where it came from. Scrap paper is available for drawing etc.
- 3.4 Dining Room – Noise levels: A reasonably acceptable level of noise is expected to be maintained throughout each sitting. If warnings regarding noise levels are unheeded, silence for a short period could be used as a sanction.
- 3.5 Addressing the dining hall: Supervisors should make clear their expectations of noise levels and of behaviour. Acoustics in the dining hall are not good so staff should ensure that they project their voice sufficiently for all to hear. Children should be clear what level is expected once the adult has finished speaking.
- 3.6 Amount eaten (cooked lunches and packed lunches): All children should be encouraged, but never forced, to eat a reasonable amount and variety of food. If a child eats nothing, or very little, class teachers should be informed so that they can communicate their concerns to parents and the Headteacher will be emailed the concern.
- 3.7 All children in the Lower School should have a napkin.
- 3.8 All staff on duty in the dining room should work together to achieve a pleasant eating environment.

4. COOKED LUNCH

- 1st Sitting:
 - Children sit at their designated places.
 - We say 'Grace' to start lunch, one table at a time.
 - Staff serve the food to the children (class teachers help serve the main course), pour water into the glasses, monitor eating and table manners and clear away. Cutlery and glasses are placed on table for the next sitting.
- 2nd and 3rd Sitting:
 - Pupils line up at server to collect lunch and take to a table guided by duty staff.
 - We say 'Grace' before the start of lunch, a table at a time.
 - Main course plates should not be cleared away until all children on that table have finished eating. Duty staff serve the pudding to the tables
 - At the end of the 2nd sitting, cutlery and glasses are placed on the table for the third sitting.

5. PACKED LUNCH

- 5.1 Children should be encouraged to eat and drink all they bring. Any leftover food/rubbish should go

home.

- 5.2 Content of packed lunches: sweets, chocolate, nut or sesame products (including hummus), fizzy drinks or glass bottles are NOT allowed. Items which breach the rules should be confiscated and given to the School Office for collection by the parents. A slip should be filled out by the member of staff on duty and given to the class teacher for the parents (slips are in an envelope on the dining room noticeboard).
- 5.3 Lunch boxes are left in specified places in the playground until line up. Class teachers should remind pupils to collect them at line up.

6. FIRE ARRANGEMENTS

- 6.1 Full instructions are contained in the Park School Fire Policy.
- 6.2 See the Fire notices (Fire Action - posted by the main exit out of every room).